



STATE DEPARTMENT OF EDUCATION

P.O BOX 83720  
BOISE, IDAHO 83720-0027

TOM LUNA  
STATE SUPERINTENDENT  
PUBLIC INSTRUCTION

**MULTIPLE DISTRICT EMPLOYMENT FORM  
FOR SCHOOL PERSONNEL**

**DIRECTIONS:** Please check one of the following:

- |  |  |
|--|--|
| <input type="checkbox"/> Summer Employment   | <input type="checkbox"/> Commercial Driving School |
| <input type="checkbox"/> Alternative School  | <input type="checkbox"/> Cossa                     |
| <input type="checkbox"/> Coaches other than Regular LEA Employees<br>(Walk-on Coaches) | <input type="checkbox"/> Student Teachers/Interns  |

**RETURN THIS COMPLETED FORM AND THE COMPLETED FINGERPRINT CARD TO:**

State Department of Education  
Background Records Office  
P.O. Box 83720  
Boise, ID 83720-0027

**CONTACT AS NECESSARY:** Shannon Haas (208) 332-6888

**NOTE: The term "district" refers to both school district and agency.**

Please list by district name and district identification number **ALL** districts in which you are employed. This list will allow you to work in these districts without undergoing a criminal history check (fingerprinting) for each. It is necessary for the appropriate superintendent/designee to sign the form for each district listed.

Employee Name: \_\_\_\_\_

Social Security No: \_\_\_\_\_

District/Agency	District Number	Signature of Superintendent or Designee

## Instructions

### TO RENEW YOUR SCHOOL'S LICENSE FOR THE YEAR:

\_\_\_\_\_ Submit an Annual Program Plan Packet to the SDE at least thirty **(30) days prior to the start date.** Wait for approval. You will receive a letter in the mail letting you know that your program was approved along with a list of approved instructors for your district. Each instructor will receive an Instructor Authorization card informing them of their approval. It is our recommendation that you request to see these cards to verify that they are approved for the current fiscal year as districts using instructors that are not approved will not be eligible for reimbursement.

*\* Please note, it is very important that this packet is filled out in its entirety . This helps to ensure that delays are prevented and that you obtain approval in time to start your program. Please verify that physicals are attached and are no more than two years old, and that Driver's License numbers are correct so that driving records can be verified accurately.*